



**OFFICE OF POLICY AND MANAGEMENT  
JOB OPPORTUNITY  
PRINCIPAL LABOR RELATIONS SPECIALIST  
OFFICE OF LABOR RELATIONS**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** 450 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** 113665

**Hours:** First shift, 40 hours per week, Monday - Friday

**Salary:** \$108,792 - \$148,342 annual (salary range scheduled to be effective March 4, 2016)  
(New hires into state service usually start at the minimum of the salary range)

**Closing Date:** Must be received in this office by 3:00 p.m., Friday, March 18, 2016

The Office of Policy and Management (OPM) is presently accepting applications to fill one (1) Principal Labor Relations Specialist position Office of Labor Relations. Anticipated duties of this position include, but are not limited to: handling complex termination cases; serving as the State's advocate in proceedings before the State Board of Labor Relations, including prohibited practice charges, elections and bargaining unit certification petitions; serving as the State's advocate in rights arbitrations and managerial appeals before the Employees Review Board, which involves developing, preparing and presenting the State's position in contested case proceedings; serving as a Chief Spokesperson in collective bargaining negotiations; conducting grievance conferences with agency and union representatives; issuing written findings or attempts to settle grievance through Stipulated Agreement; and responding to questions and providing labor relations advice to executive branch agencies and Higher Education.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Knowledge of relevant state and federal laws, statutes and regulations; knowledge of principles and practices of collective bargaining and labor relations; knowledge of legal principles and practice, civil procedure and rules of evidence; knowledge of rules of practice and procedures before administrative and judicial bodies; knowledge of human resources administration and affirmative action; knowledge of public sector job classification, compensation and benefits; interpersonal skills; oral and written communication skills; negotiating skill; skill in writing technical contract provisions; ability to interpret and apply laws, statutes, contracts and regulations; ability to interpret and apply judicial and administrative decisions to provisions of labor agreements; ability to prepare and present cases at arbitration or other administrative and judicial proceedings.

**General Experience:** A Law Degree and four (4) years of professional experience in labor relations, labor contract negotiations and presentation of arbitration or prohibited practice complaints.

**Special Experience:** Two (2) years of the General Experience must have involved performing a full range of labor relations activities related to the administration of an employer's labor relations program and collective bargaining agreements.

**NOTE:** For State Employees this is interpreted at the level of Labor Relations Specialist.

**Substitution Allowed:** A Master's Degree in labor relations may be substituted for one (1) year of the General Experience.

**Special Requirement:** Must be admitted to practice law in the State of Connecticut.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the following three (3) documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.
3. State of Connecticut Application for Employment (CT-HR-12), available online by clicking [here](#). **Do not write your social security number on the application materials.**

References to be submitted upon request. Submit your application package to:

**Office of Policy and Management  
450 Capitol Avenue  
MS # 52 ADM  
Hartford, CT 06106  
Confidential Fax: (860) 706-5790  
Attn: Carolyn Kozak, Human Resources  
  
Tel: (860) 418-6324**

**Note: Incomplete application packages and application packages received via email will not be considered.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.